BOARD OF SUPERVISORS



305 E. WALNUT STREET P. O. BOX 23600 GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JANUARY 6, 2014 - JANUARY 10, 2014

MACHIDAY	TABILIAD	V C 2014
MONDAY	. JANUAR	T 0. ZU14

*5:30 pm Executi

Executive Committee

Room 200, Northern Building

305 E. Walnut Street

TUESDAY, JANUARY 7, 2014

*11:00 am

Nicolet Federated Library System – Personnel Committee

NFLS Board Room

515 Pine Street

*12:00 pm

Nicolet Federated Library System – Board of Directors

Lower Level Meeting Room

515 Pine Street

WEDNESDAY, JANUARY 8, 2014

(No Meetings)

THURSDAY, JANUARY 9, 2014

*5:15 pm

Human Services Board

Board Rm A, Sophie Beaumont 111 N. Jefferson Street

FRIDAY, JANUARY 10, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc county board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman Patrick Moynihan, Jr., Vice-Chairman Steve Fewell, John Vander Leest, Patrick Evans Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, January 6, 2014
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of December 9, 2013.

Comments from the Public

Communications

1. Communication from Supervisor Robinson re: That a report on the results of the County Board listening sessions be given at the January Executive Committee Meeting and that discussion take place on priorities of further Brown County Action. *Referred from December County Board.*

Vacant Budgeted Positions (Request to Fill)

- 2. Administration Senior Accountant Vacated 1/6/14.
- 3. Airport Operations Supervisor Vacated 1/20/14.
- 4. Health Public Health Nurse Vacated 1/2/14.
- 5. Human Services Psychiatrist Vacated 3/1/14.
- 6. Planning & Land Services Planner I Vacated 12/31/13.
- 7. Public Works FM Housekeeper Vacated 12/13/13.
- 8. Zoo & Park Management Assistant Park Director Vacated 12/31/13.

Legal Bills

9. Review and Possible Action on Legal Bills to be paid.

Reports

- 10. County Executive Report.
- 11. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for November, 2013.
 - b) Quarterly Status Update.

Closed Session

- 12. Update, discussion on classification of Correction officers.
- 13. Update, discussion and possible action of Correction officers and bargaining.
- 14. Update, discussion and possible action on bargaining with Sheriff Department Supervisor Labor Union.

Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above numbers 12 thru 14, as authorized pursuant to Section 19.85 (1)(e) and (1)(g) of the Wisconsin Statutes, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session for the purpose of:

- a) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
- b) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. Wis. Stat § 19.85 (1)(g)

Reconvene in Open Session for Possible Action:

- 15. Update, discussion on classification of Correction officers and bargaining.
- 16. Update, Discussion and possible action of Correction officers and bargaining.
- 17. Update, discussion and possible action on bargaining with Sheriff Department Supervisor Labor Union.

<u>Other</u>

- 18. Such other matters as authorized by law.
- 19. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the Board of Trustees, **Personnel Committee** of the Nicolet Federated Library System will be held **Tuesday**, **January 7**, **2014 at 11:00 a.m.**, in the **Nicolet Federated Library System Board Room**, 515 Pine Street, Green Bay, WI 54301.

Personnel Committee Members:

Miriam Erickson, Ken Harter, Sandy Ryczkowski, Chris Wagner, Cheryl Maxwell

Other members: Agenda, for your information.

AGENDA

- 1. December 3, 2013 minutes.
- 2. **CLOSED SESSION** Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 3. Reconvene in open session pursuant to WI Statutes Section 19.85 (2).
- 4. Possible action from closed session.
- Other Business.
- 6. Adjourn

Miriam Erickson, Chair Personnel Committee

Attachments:

December 3, 2013 Minutes. Director's 2014 Goals.

Notice is hereby given that action by the Committee may be taken on any of the items that are listed on the agenda.

Please call 448-4410 if you cannot attend this meeting.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday**, **January 7**, **2014 at 12 Noon**, at the Brown County Central Library Lower Level Meeting Room, 515 Pine St., Green Bay, WI 54301.

AGENDA

- 1. Welcome & lunch.
- 2. Agenda Revisions.
- 3. Open Forum.
- 4. December 3, 2013 minutes.
- 5. Reports:
 - 5.1 President Cheryl Maxwell5.1 a. Appoint Personnel Committee for 2014
 - 5.2 Treasurer's Report-Sandy Ryczkowski
 - 5.3 Personnel Committee Miriam Erickson
 - 5.4 Director's Report Mark Merrifield
- Election of Officers 2014
 Treasurer, 1 year term
 Secretary, 1 year term
 Member-at-Large, 1 year term
- 7. OWLSnet Report Walter Burkhalter and Gerri Moeller.
- 8. Discuss and approve NFLS 2014-2016 Technology Plan.
- 9. **CLOSED SESSION** Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 10. Reconvene in open session pursuant to WI Statutes Section 19.85 (2).
- 11. Possible action from closed session.
- 12. New Business.
- 13. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.

*Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments: Board Minutes 12/3/2013 Rev & Exp: Nov. Director's Report NFLS 2014-2016 Technology Plan

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street P.O. Box 22188 Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

MEETING OF THE HUMAN SERVICES BOARD Thursday, January 9, 2014

SOPHIE BEAUMONT BUILDING, BOARD ROOM A 111 NORTH JEFFERSON, GREEN BAY, WI 54311 5:15 P.M.

AGENDA

- 1. Call Meeting to Order.
- 2. Approve/Modify Agenda.
- 3. Approve Minutes of December 12, 2013 Human Services Board Meeting.
- 4. Executive Director's Report.
- 5. Financial Report for Community Treatment Center and Community Programs.
- 6. *Statistical Reports.
 - a. Monthly Inpatient Data Community Treatment Center.
 - b. Monthly Inpatient Data Bellin Psychiatric Center.
 - c. Child Protection Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
- 7. *Request for New Non-Continuous Vendor.
- 8. *Request for New Vendor Contract.
- 9. Other Matters.
- 10. Adjourn Business Meeting.

*Note: attached as written reports

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 County Board Office Closed - HAPPY NEW YEAR!!!	Ed & Rec 5:30 pm	3	4
5	Executive Cmte 5:30 pm	7	8	9	10	11
12	13	14	Board of Supervisors 7:00 pm	16	17	18
19	20	Vets Recognition Subcommittee 5:00 pm	Human Svc 6:00 pm	23 Admin 5:00 pm	24	25
26	Land Con 6 pm Plan Dev & Trans 6:30 pm	28	29	30	31	



		FE	BRUARY 20	14		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm	6 Ed & Rec 5:30 pm	7	8
9	Exec Cmte 5:30 pm	11	12	13	14	15
16	17	Veterans Recognition Subcmte 5:00 pm	Public Safety 6:30 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Svc 6:00 pm	Administration Cmte 5:00 pm	28	

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Board Meeting (December 10, 2013)
- Aging & Disability Resource Center Nominating and Human Resources (December 10, 2013)
- Harbor Commission (October 14, 2013)
- Library Board (November 21, 2013)
- Neville Public Museum Governing Board (December 9, 2013)
- Revolving Loan Fund Committee (July 23, 2013)
- Revolving Loan Fund Committee (December 20, 2013 Draft)
- Solid Waste Board (October 21, 2013)
- Transportation Coordinating Committee (September 9, 2013)
- Transportation Coordinating Committee (December 16, 2013 Draft)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes and agendas/

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING December 10, 2013

PRESENT: Tom Diedrick, Lisa Van Donsel, Keith Pamperin, Bill Clancy,

Larry Epstein, Joan Swigert, Steve Daniels, Melanie Maczka, Pat Hickey,

Corrie Campbell, Barb Robinson, Beth Relich

EXCUSED: Marvin Rucker, Donajane Brasch

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers,

John Holzer, Tina Whetung, Diana Brown, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 11:05 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by Ms. Whetung of American Red Cross, Ms. Brown and Ms. Misovec of N.E.W. Curative, Ms. Christianson, Ms. Giesen, Ms. Westphal, Ms. Bowers, and Mr. Holzer of the ADRC, the current ADRC Board of Directors, and Ms. Campbell, the Brown County Board of Supervisors Representative on the ADRC Board for 2014 through 2016.

ADOPTION OF AGENDA: Mr. Diedrick requested adding the Nominations & Human Resources Committee Report after agenda item #9. Ms. Van Donsel/Ms. Swigert moved to adopt the agenda with the above noted change. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 24, 2013: Mr. Epstein/Ms. Campbell moved to approve the minutes of the regular meeting of October 24, 1913. Mr. Diedrick noted that Ms. Campbell's appointment has not yet been approved by the County Board and; therefore, is not a voting member of the ADRC Board at this time. He amended Sup. Campbell's vote and requested another member second the motion. Sup. Clancy seconded the approval of the minutes of the regular meeting of October 24, 2013. MOTION CARRIED.

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT: Ms. Bowers reviewed the October 2013 Financial Highlights (enclosure) indicating that we are under budget in salary and fringe due to vacancies that occurred. We have been able to capture additional Medicaid Administrative funds in excess of the budget due to hiring the Nursing Home Relocation position created and filled in 2013. The average meal donation is up by .30/meal compared to the current budget. Overall, the budget

outlook is positive through the rest of the year. Ms. Bowers noted that at the January meeting we will be reviewing the preliminary end of year reports.

Mr. Pamperin/Ms. Hickey moved to approve and place on file the October 2013 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no Restricted Donations.

REVIEW AND APPROVAL OF s.85.21 SPECIALIZED TRANSPORTATION APPLICATION:

Ms. Giesen referred to the summary of the s.85.21 Specialized Transportation Assistance Program, a State Transportation Program that funds transportation services for older adults and persons with disabilities (enclosed). She explained that in 1993 the ADRC was authorized to manage this program for Brown County. Brown County's 2014 allocation is \$511,015 is based on the population's percentages within in the County of older adults and adults with disabilities. This allocation requires a 20% county levy match of \$102,203. In 2014, we will be funding seven projects: American Red Cross, N.E.W. Curative, two different projects within Brown County Human Services, the Salvation Army, Oneida Elder Services and our ADRC Rural Driver Escort Program. As required by the application, a public hearing was held on November 13th for the purpose of receiving public feedback on the program effectiveness and opportunities to fill gaps. Ms. Giesen noted that there were no adjustments made to the application as a result of the public hearing and requested board approval of the s.85.21 Specialized Transportation Draft Plan. After approval by the ADRC Board, it will move on to the Transportation Coordinating Committee and finally to the State by the end of the year.

After discussion Ms. Hickey/Mr. Daniels moved to approve the s.85.21 Specialized Transportation Application. **MOTION CARRIED.**

CONSTRUCTION UPDATE – JOHN HOLZER: Mr. Holzer stated he wanted to update the board about the construction project that is underway. This project was approved by the board back in the summer 2013, due to the ADRC's growing need for additional office space. The project is moving forward following the County process for soliciting and awarding bids for construction. Mr. Holzer reported that four offices, being converted into double offices, will be completed next Friday and on Thursday there will be a contractor walk-through for the next phase of increasing the number of offices on our east hallway. Bids will be due on December 30 with a contract award and bid opening on January 6th. Construction will begin in late January of 2014 and continue into February. Six offices will be made into eight offices and one office, in the support area, will be made into a double office with completion expected around the end of February 2014.

An inquiry was made regarding the exploration of an audio looping system to support persons with hearing impairments in our Add*Life* Center activity space. Ms. Christianson noted that with the modernization of our Add*Life* Center public space planned for next year, hearing aid looping will definitely be included in our design.

CONTRACT, MOU's (Memorandum of Understanding), AGREEMENTS GUIDE: Ms. Christianson began by explaining that the ADRC does have a Contract Policy designed to mirror Brown County's Contract Process. The County process requires several layers of review and approval prior to contracts and/or MOU's being signed. This process can take a tremendous amount of time and has, in the past, created an unfortunate problem in timing. The ADRC has missed out on some opportunities to apply for grants, submit applications, and sign contracts and MOUs according to deadlines. In light of these situations, referencing the handout provided to the board, Ms. Christianson inquired if the board would review projects that have a financial impact, approve a dollar amount, and then allow her to bring the details as soon as they are available. She would be able to sign and move the project forward, but would bring the applications/grants/contracts to them during a monthly board report. Those MOU's that do not have a financial impact, the Director could sign if there is a deadline outside of the board meeting schedule, and bring the document to the next scheduled meeting. If there is a purchase contract where the Brown County Contract Template has been used, then the ADRC board would only be involved if it was a request for additional funds. Ms. Christianson shared with board members a draft Approval Process for Grants, Applications, Contracts, and MOU's (enclosure) which provided a detailed process for each type of document and noted that this would become a regular Board agenda item to keep the board informed.

Mr Epstein commented that the chart is helpful but we should assure the content is added to the ADRC full policy. Ms. Christianson assured him this would occur.

Ms. Maczka/Ms. Relich moved to approve the Grant, Applications, Contracts, and MOU's Approval Process as presented. **MOTION CARRIED.**

NOMINATIONS & HUMAN RESOURCES COMMITTEE REPORT: Mr. Diedrick reported that the Nominations & Human Resources Committee met prior to this Board Meeting for the purpose of conducting the Executive Director's performance evaluation. Ms. Christianson sent out a self-evaluation to the committee using the same format as the rest of the ADRC Staff. The committee met today to review a summary of the committee's comments with Ms. Christianson. Mr. Diedrick highlighted Ms. Christianson's strengths and recognized her role, not only in the community but also at the state and national level. It is the unanimous recommendation of the Nominations

and HR Committee that the board precede with the outline of Ms. Christianson's original employment agreement for this position effective January 1, 2014.

Mr. Pamperin/Ms. Hickey moved to approve the Nominations and HR Committee Report, the evaluation of the Executive Director, and the employment agreement of the Executive Director effective January 1, 2014. **MOTION CARRIED.**

Individuals expressed their gratitude and compliments to Ms. Christianson for her passion and advocacy.

LEGISLATIVE UPDATE:

- Mr. Diedrick announced that December 14th is the day the Legislative Fiscal Bureau and the Department of Health Services is scheduled to release to Joint Finance their findings as to whether or not Family Care is a viable alternative to the provision of Long-Term Care Services.
- Ms. Christianson distributed a handout, provided by Ms. Hickey, on *The Olmstead Decision*. Ms. Hickey and Ms. Van Donsel expressed concern with regard to how the Olmstead Decision is interpreted by the Centers for Medicare and Medicaid Services (CMS), the proposed Home and Community-Based (HCBS) Regulations, and the possible impact it could have on sheltered workshops. Discussion ensued. Ms. Christianson asked the Board if they would like her to pursue having the ADRC Board Meeting in February at Aspiro. The group requested this occur.
- Ms. Christianson announced the upcoming Legislative Breakfast at Aspiro from 7:30 a.m. to 9:00 a.m. on Friday, January 10th. There is usually a large panel of legislators and providers in attendance. She asked that board members interested in attending let her know so she can RSVP by Friday.
- Ms. Van Donsel announced that Mental Health America in Brown County is closing and they will be making a gift of at least \$500 to the ADRC with the preference that it be used for prevention, treatment of people with mental illness, alcohol, and drug abuse, and prevention of mental health issues of staff.
- Sup. Clancy took a moment to thank the Board and the Directors stating that this
 has been one of the most pleasurable boards he has served on and expressed his
 appreciation for the ADRC's advocacy. The Board also thanked Sup. Clancy for his
 contributions to the ADRC Board. A recognition gift was given to Sup Clancy for
 his many years of service.

ANNOUNCEMENT – BOARD CALENDAR FOR 2014: Mr. Diedrick reminded board members to put the 2014 meeting dates on their calendars.

NEXT MEETING – JANUARY 23, 2014: Mr. Diedrick thanked the full board for their service on the board during 2013.

ADJOURN: Mr. Clancy/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 12:11 p.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY NOMINATING & HUMAN RESOURCES MEETING December 10, 2013

PRESENT: Beth Relich, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Joan Swigert

ALSO PRESENT: Devon Christianson, Debra Bowers

The meeting was called to order by Chairperson Diedrick at 10:31 a.m..

ADOPTION OF AGENDA: Mr. Pamperin/ Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF October 24, 2013: Mr. Pamperin/ Ms. Van Donsel moved to approve the minutes of the October 24, 2013 meeting. **MOTION CARRIED.**

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Mr. Pamperin/Ms. Relich moved to approve moving into closed session at 10:36 a.m. **MOTION CARRIED.**

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Van Donsel /Ms. Relich moved to approve returning to open session at 10:58 a.m. **MOTION CARRIED**.

ADJOURN: Ms. Relich /Ms. Van Donsel moved to adjourn. The meeting adjourned at 11:00 a.m. **MOTION CARRIED.**

Respectfully submitted,

Debra Bowers, Finance Coordinator

Board Minutes

PORT AND RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, October 14, 2013**Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by Neil McKloskey at 11:30 am.

2) Roll Call:

Present: President Neil McKloskey

Vice-President Craig Dickman Commissioner Bernie Erickson Commissioner Bryan Hyska Commissioner Hank Wallace Commissioner John Hanitz Commissioner Tom Klimek

Commissioner Ron Antonneau, arrived at 11:35 am

Not Excused: Commissioner Greg Flisram

Also Present: Dean Haen, Brown County P&SW

Mark Walter, Brown County P&SW Chad Doverspike, Brown County P&SW

Scott Selby, RGL Holdings

Paul Srubas, Green Bay Press Gazette

3) Approval/Modification - Meeting Agenda

A motion to approve the agenda was made by Hank Wallace and seconded by John Hanitz. Unanimously approved.

4) Approval/Modification - August 6, 2013 Meeting Minutes

Tom Klimek asked that the minutes be modified to note that he was present at the August 6, 2013 Harbor Commission meeting. A motion to approve the minutes of August 6, 2013 as modified was made by Tom Klimek and seconded by Bryan Hyska. Unanimously approved.

5) Northeast Asphalt Property Sales – Update

Northeast Asphalt agreed to the sale price and conditions. Based on the City of Green Bay and agreed to by Northeast Asphalt, the property will be separated into two parcels, one to the east and one to the west of Atkinson Drive to adjourn the 2 separate existing properties owned by Northeast Asphalt. Originally, the department was going to retain an easement across the end of Atkinson Drive to access the Bayport property; however, the Brown County Property Listing Department and Corporation Council advised the Port to retain the property parcel for access to the physical property and in turn provide an easement to Northeast Asphalt. The acreage was reduced slightly by about a half-acre. The documents are being worked on then will go to PD&T and then County Board later this year.

6) 2014 Budget - Update

On October 28th, the Port & Resource Recovery budget will go to PD&T. The County Executive has advanced the budget with no changes beside the reorganization of the department and the resulting salary savings. Chad Doverspike, Operations Manager, will now be in charge of things physically operating like the Byslby property, the Bayport facility, and potentially Renard and Cat Island. Chad has been on the Solid Waste side for 18 years. Mark Walter, Business Development Manager will be responsible for related business development activities.

7) Cat Island Chain Restoration Project – Update

The Corps of Engineers stated that they are at Station 70 as far as project completion, which is approaching project completion. The cost is still at 75% of the original budget for the County's portion of the project. The wave barrier portion of the project is expected to be completely finished by mid-November; then the project will move into the next phase. The project was not affected by the Government shut-down. There is much interest in the project locally as well as nationally. The City of Green Bay will be presenting the Port with the Mayor's Beautification Award at an event which will be held November 7th, 2013 at the Riverside Ballroom. The Cat Island Project will be presented an award for environmental benefits to the area.

The Corps has provided a draft Operations & Maintenance Manual which will be discussed with the Cat Island Advisory Committee at its next meeting. The Manual will need to be adopted before use of the facility.

8) Renard Island Closure - Update

Peter's Concrete was hired by the Federal Government to complete the closure activities well within their budget. Unfortunately, with the I-43 closure will likely impact their budget. There will be additional travel time and mileage that may need to be adjusted for to go around the I-43 Bridge. The closure needs to be done during the winter for the frozen conditions to drive on the dredged material and the island itself.

Mark Walter, the Department's Business Development Manager, will be submitting a Chapter 30 permit application to conditionally accept ownership of the causeway. The application will ask the WI DNR if there are any necessary design changes needed to make the causeway permanent. The Corps estimated removal of the causeway is \$100,000. Friends of Bay Beach had already sent an email correspondence to the WDNR Secretary and Governor's office identifying the causeway as vitally important to their long-term Bay Beach plans. Many other local organizations are supportive of the ownership transfer and permitting of the causeway as a permanent structure.

9) Water Resource Development Act – *Update*

The Water Resource Development Act has been really dynamic and is a very important piece of Legislation to the ports of the country. Lobbyists for the American Great Lakes Ports Association wrote a summary of the law which broke it down in pieces. If this law is passed, it will provide a couple things. One, the Harbor Maintenance Tax collects over a billion dollars a year and yet the Corps only dredges hundreds of millions of dollars of dredging projects so this directs them to have full access of that money for dredging purposes. Currently the money is being used in other ways so this law would show a schedule where to use that money each year. The draft legislation frees up money for small harbors, it also earmarks 20% of that new revenue to the Great Lakes, and also look at the Great Lakes as a system altogether. This law should be voted on within the next three to six months.

10) WPCA Visioning Document - Update

Brown County is working on a grant application project on behalf of the Wisconsin Commercial Ports Association to create a statewide master plan and vision for all the commercial ports within the state. The department applied for a grant in the fall of 2012 and which was awarded this spring by the Wisconsin Coastal Management Program. A separate grant from the Wisconsin Economic Development Corporation was also awarded to help move the program forward. A meeting has been set up to meet with WI Coastal Management Program, WI Department of Transportation, WEDC and CFIRE in Madison to kick off the project. There is now enough funding to cover both phases of the project.

11) Director's Report

The Wastewater division of the DNR has come to the department and believes that there should be a general permit for water from the five outfalls of the Bayport facility. Water hits the outside of our berm and goes to the bay. Since operations began 15 years ago, the pipes have essentially always been dry. There is also the pond from dewatering the dredge material, if it goes down and hits the drain tile and carries through the ditch to the pond, which is intended to settle out sediment and let the clean water exit the facility.

The DNR is proposing changing the approval process of all dredging projects. They have now determined that when dredged material is picked up off the lake bed and as soon as the bucket goes over the scow, the water needs to be managed. The discharge needs to have a water permit for on the dredging side and the facility's placement side. A suggestion was made to write a letter to the DNR to inform them of the Port's position that the facility has been operating 15 years under existing guidelines effectively, that we understand there is potential change coming as it relates to water disposal that would be opposed to any changes or permit requirements that would come from any arbitrary change in policy for something that has operated effectively and that additional burdens upon business, municipalities and residents needing a dredging permit is unnecessary.

12) Audit of Bills - Request for Approval

A motion to approve the Bills was made by Hank Wallace and seconded by Tom Klimek. Unanimously approved.

13) September Tonnage Report – Request for Approval

The tonnage is down about 1 %. Most of the salt deliveries for the year are in but not the limestone. Great Lakes Calcium is expecting significantly more limestone than last year.

A motion to approve the September Tonnage Report was made by Craig Dickman and seconded by Ron Antonneau. Unanimously approved.

14) Such Other Matters as Authorized by Law

None

15) Adjourn

A motion to adjourn was made by Ron Antonneau and seconded by Bernie Erickson. Unanimously approved. Meeting adjourned at 12:27 pm.

Neil McKloskey, President Harbor Commission Dean R. Haen, Director Port & Resource Recovery Department

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on November 21, 2013 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

ESENT:

KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, CHRISTOPHER

WAGNER and TERRY WATERMOLEN

EXCUSED:

TIM NIXON and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:18 p.m.

CONSENT ITEMS

a. Approve/modify agenda There were no changes to the agenda. Motion by C. Buboltz, seconded by D. Carmichael, to approve the agenda. Motion carried.

b. Approval of minutes Motion by T. Watermolen, seconded by C. Buboltz, to approve the October, 2013 minutes. Motion carried.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Expression of support of the Denmark Library was received via email. A thank you card received by the Ashwaubenon Branch from a patron who received help with eBooks was shared. Another email was received from a library patron that filed a complaint against the Central Library security guard. Staff is addressing the issue with the security company.

No one was present to address the Board.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

The Task Force met Monday. K. Pletcher reported a draft of the report was given which concludes a cultural campus is conceptually viable but the current site's space would limit each institution to about 60,000 sq. ft. This, combined with economic and political instraints, does not equal a sensible solution. The working committee's view is that the co-location is not the best option for either stitution. Preference is given to renovating the Central Library and following through with the approved \$90,000 assessment of the Neville Public Museum. The committee is mindful that it is advisory and the ultimate decision lies with elected officials and county supervisors. T. Nixon has met with the County Executive regarding this. The Task Force has one more scheduled meeting. Their recommendation/report will be presented to the County Executive before the end of the year.

APPROVE STRATEGIC PLAN AND PLAYBOOK

The screencast explaining the formation of the strategic plan was shown. This will serve as the foundation of future presentations. L. Stainbrook and K. Pletcher are scheduled to present this information at the next Ed & Rec committee meeting. The board offered some suggestions to clarify some points. T. Watermolen stressed the importance of getting this to the County Board. A condensed, final version could be added to the library's web site. Motion by D. Carmichael, seconded by C. Buboltz, to approve the Strategic Plan and Playbook. Motion carried.

LIBRARY BUSINESS

- a. Information Services Report The replacement computers are all installed. L. Stainbrook talked with Kevin Raye (BCTS) about setting a meeting to discuss issues and timelines. The MFPs (multi-function printers) are disastrous. Staff can't print to them since they are on a different network so two printers are still needed. The MFPs are leased.
- b. Financial Manager's report, bills and donations Financial reports for October, 2013 were presented. L. Denault reported that she compared estimates and when netted out, are about the same as they were at budget time. Some have a high variance due to unknowns such as BCTS chargebacks and casual payouts. In the past the county has funded a portion of causal payouts but it is not known if that will be the case and retirements are no longer paid out by the county. This is a major concern since no additional monies were budgeted for these types of payouts. C. Buboltz commented that the Board needs to plan for the bigger picture. T. Watermolen asked about BCTS chargebacks. L. Denault explained that the library budgets an amount but actual costs are what we are billed. It is very difficult to estimate because it varies so much. There is renewed interest among the Board in outsourcing some IT services which, in turn, would reduce the work of BCTS. It was noted that BCTS is concerned with security and would most likely disapprove of outsourcing. About \$700,000 is the library's budgeted amount for BCTS services. It was suggested that even taking 10% of that budget and applying it to outsourced services could be beneficial to the library. More information will be collected and a goal to figure out the details of how the library is being charged back from BCTS was set. Motion by C. Buboltz, seconded by C. Wagner, to approve the October, 2013 financial statements and Gifts, Grants and Donations as follows:

Brown County Library Gifts, Grants & Donations Report October 2013

Gifts & Dona	ations		
10/03/13	Central Donation Box (various donors)	20.75	Children's Garden
10/03/13	Edvest College Savings Plan	500.00	Children's Garden
10/10/13	Mary Johnson	500.00	Children's Garden
10/10/13	Focus on Energy	14,125.33	Lighting Project
10/24/13	Scott & Maria Hanstedt	50.00	East Children's Programming
10/24/13	FBCL/Wrightstown Area Library Committee	2,578.15	Wri. Operating Expenses
10/24/13	Friends of Brown County Library	7,350.00	Continuing Education
10/24/13	Branch Buddies of Brown County Library	629.23	Program Expenses
10/31/13	Wochinske Family Foundation	2,500.00	Children's Garden
10/31/13	Wochinske Family Foundation	2,500.00	Teen Programming
10/31/13	Friends of Brown County Library	121.01	Local History Event
10/31/13	Friends of Brown County Library	55.60	Continuing Education
10/31/13	Central Donation Box (various donors)	12.75	Children's Garden
10/01/13	Ashwaubenon	26.02	Donation Box
10/01/13	Bookmobile	1.25	Donation Box
10/01/13	East	29.24	Donation Box
10/01/13	Weyers/Hilliard	63.34	Donation Box
10/01/13	Central Circulation		Donation Box
10/01/13	Kress	44.22	Donation Box
10/01/13	Pulaski	7.75	Donation Box
10/01/13	Southwest	13.50	Donation Box
10/01/13	Wrightstown	22.99	Donation Box
	Total Donations	\$ 31,151.13	
Federal & Sta	ite Grants		
10/31/2013	Nicolet Federated Library System	\$ 336.66	Technology Grant
10/31/2013	Nicolet Federated Library System	335.17	Collection Development
	Total Grants	\$ 671.83	· ·

Motion carried.

- c. 2014 Budget The budget was presented to Ed. & Rec. who supported it as submitted. The committee did not support the addition of a Security Coordinator. While they supported the need for an additional Children's Librarian, they did not fund it.
- d. Approve 2014 Library Closing Schedule The idea of furloughing all staff, including advantages and disadvantages, for one day was discussed. Motion by C. Buboltz, seconded by T. Watermolen to approve the 2014 Library Closing Schedule. Motion carried.

e. Facilities Report

1. Weyers-Hilliard Branch Parking Lot A feasibility study for drive-up window was conducted by Boldt and the options were presented. The purpose of a drive-up window is all about service - check out, check in, fines and fee payment and almost everything else except library card registration. This would be a service enhancement. Three options were presented and the preferred plan would cost an estimated \$83,000. Funding options might include county funding, a request to the Friends of the Library, other fundraising, or even a 50/50 split with the county. C. Wagner asked if the public is requesting this. L. Stainbrook replied that patrons have not made an appeal for this service but she believes it would benefit them particularly in inclement weather.

Additionally, Weyers-Hilliard has some parking lot issues. It doesn't drain properly and is settling poorly. The library received a quote for lot repair of \$120,000. To do both the drive-up window and repair the parking would bring the total cost to ~\$200,000. It

would make sense to do both at the same time. C. Beyler thinks the parking lot condition is a result of problems that occurred during installation. It is uneven and water pools. In winter, the pooled water freezes and more damage occurs. C. Wagner favors presenting this to Ed & Rec. for informational purposes.

- 2. Ashwaubenon Branch Roof L. Stainbrook distributed the plan for the Ashwaubenon roof modification. Two years ago, the Friends of BCL funded \$10,000 for an architect to design a plan with a cost estimate. The biggest aspect is the roof line. The branch also has very few windows. Three options were presented. No money is budgeted for this project. L. Stainbrook suggested that be presented to Ed & Rec and County Board for inclusion in the 2015 capital projects. Motion by D. Carmichael, seconded by C. Buboltz, to begin the process to request funding for a modified roof \$386,198 (option 1) in the 2015 capital projects budget. C. Wagner suggested including the Weyers-Hilliard project with this request. L. Stainbrook suggested that bundling projects could satisfy numerous county supervisors. K. Pletcher is concerned about priorities. It might be useful to seek advice from county supervisors one-on-one. T. Watermolen cautioned not to derail the Central Library project.
- 3. Progress Report on Cellcom Children's Vegetable Garden A rejection letter was received from the Greater Green Bay Foundation grant but after a conversation with Martha Ahrendt an application was made for a Schreiber Community grant. It was also suggested that application be made to other local foundations. At present, there is enough money to accomplish what needs to be done this fall. The Eagle Scout has submitted his proposal for scout board approval.
- 4. Update on Various Projects 2016 looks to be a good year to have building assessments done again. A lot of progress has been made in the last four years. There may be some small projects encompassing all locations that could be bundled. Various projects will carry over, Public Works will be responsible for some, and it is unknown who will complete others. Certain projects have started and are part of the 2014 budget.

Regarding the Cellcom Children's Edible Garden, C. Beyler reported that the Central Library flag pole was moved; trees that were part of the plaza were removed; and gravel was laid. Materials for the fence will be delivered and the fence should be installed by the holidays. Water and electricity may be postponed. C. Beyler also reported that the Check Out bubble light was installed at Central. Modification of one elevator is complete. The second is underway and will be finished in a few more weeks. Improvements to the service elevator will be addressed following the completion of the second public elevator. It will have new controls, doors and door operators installed. Ashwaubenon's permeable parking lot has been postponed until spring. The water heater cracked at Kress and a higher efficiency hybrid is being considered. This type of model would have a payback of 2 years vs. 3.6 years.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

No meeting.

OLD BUSINESS

a. AB288 update AB388 was pulled before it reached the Assembly floor. The Assembly is not currently in session so action is not likely until January. A companion bill, Senate SB397, has been referred to the Economic Development committee.

PERSONNEL

a. Approve Search and Salary for Operations Manager Information on a search firm was distributed. Lynn Elam of Lynn Elam Consulting had worked with Miriam Pollack who was the consultant from the firm that recruited Lynn Hoffman. D. Carmichael asked if a search firm was really necessary. L. Stainbrook replied that recruiting is an incredible amount of work. The Friends of the Brown County Library have approved funding for a firm to conduct a professional search to find appropriate candidates. Motion by D. Carmichael, seconded by C. Buboltz, to accept the donation from the Friends for funding the costs of search firm and to approve the search firm of Lynn Elam Consulting. B. Nielsen asked how do you sell the job? L. Hoffman reflected on her experience stating that she was selling herself as a candidate and Miriam (Pollack) was selling the job accurately. She felt she knew what the position entailed and what the expectations were. L. Stainbrook briefly reviewed what occurred once there were candidates for the Operations Manager position — each candidate visited for a day and met with various groups of staff, and had dinner with the Library Board President and Library Director. Separate interviews with direct reports and members of the Library Board took place as well as a less formal 'meet and greet' with the Friends and other staff. A final interview took place with the Library Director. This time, an additional interview with the work rules committee is being considered. The consultant will present a portfolio for each candidate. Motion carried.

The Operations Manager's current salary is \$64,804. A chart of comparable positions and salaries were presented. D. Carmichael asked about the 1% increase. There is an \$8000 savings from open positions which would cover an increase and the 1% allocation. T. Watermolen would like to hear a recommendation on salary from Lynn Elam. If this is a step-up position then this salary might be atisfactory as is. L. Stainbrook already talked to Lynn Elam and was told she would look at it. The job could be posted without a salary. C. Buboltz asked what the process would be for internal candidates. L. Stainbrook doesn't think there are any but if there are, they can apply to Lynn Elam as well. Operations Manager is not a library title and may hurt recruitment. It was suggested to rename the position to Deputy Director or Assistant Director.

The Board was open to a higher wage but the current salary could be sufficient. L. Stainbrook will consult with Lynn Elam about the need to advertise the salary or not and bring her suggestion for a salary back to Library Board.

- b. Approve Revised Personnel Administration Policy This policy is still being worked on and no action was taken.
- c. Approve Layoff Policy Motion by T. Watermolen, seconded by C. Wagner, to approve the Layoff section of the Personnel Administration Policy. Motion carried.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

A report and recommendation is being worked on regarding the Bookmobile. A draft report is requested by December meeting. A letter of thanks to Arketype will be sent on behalf of the Library Board for the 125 year commemorative logo. Photos of the puppets funded by the Growing WI Readers mini-grant at the Wrightstown Branch were shared. The Friends were pleased with the reports from staff about their experience at the WI Library Association conference.

CLOSED SESSION Not needed.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

A December meeting will be determined and the board will be informed ahead of time.

MEETING SUMMARY/NEXT MEETING PLANNING

ADJOURNMENT

Motion by T. Watermolen, seconded by C. Wagner, to adjourn the meeting. Motion carried.

The meeting adjourned at 8:40 p.m.

NEXT REGULAR MEETING

December 19, 2013
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted, Dr. Christopher Wagner, Library Board Secretary Sue Lagerman, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 9, 2013 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Tom Sieber, Kramer Rock, Sandy Juno, Bernie Erickson, Erik Hoyer, Diane

Ford

ALSO

PRESENT: Beth Lemke

1. CALL MEETING TO ORDER

Chairman Kuehn called the meeting to order at 4:30 PM.

2. APPROVE/MODIFY AGNEDA

Motion made by Bernie Erickson and seconded by Erik Hoyer to approve the agenda. Vote taken. MOTION APPROVED UNANIMOUSLY.

Supervisor Erickson asked for move VI such other matters authorized by law. Discussion was held on timely temporary exhibits linked to possible funding opportunities. Discussion was held on exhibits and programming as attractions with themes. Supervisor Erickson also brought up the value of exploring more "pop cultural" themes, and local collectors/personalities.

3. <u>Discussion of transition strategy related to Rolf Johnson's departure</u>

Rolf Johnson was to identify and provide a short list of applicants for County Executive Streckenbach. County Executive Streckenbach is to review the list. Beth Lemke stated that current staff morale is significantly higher.

4. Update and Discussion on FY 14 budget and program plans

Chairman Kuehn noted the early success of attendance and eared revenue regarding the "Christmas Memories" exhibit. Kramer Rock asked about 2014 plans for "Christmas Memories" exhibit as

Frank Productions would like to partner again with the Neville. It has been planned by museum staff to produce a larger "Christmas Memories" exhibit as part of the 2014 theme *A Century of Discovery* including the live restoration of the Kapp's Candy Counter booth with in the exhibition.

Discussion was held on the Interim Director waiting for FY13 to officially close. Additional discussion centered about money set aside in the museum's budget for marketing the Neville in 2014 and the ongoing conversations with the packers Hall of Fame Board.

The Neville is borrowing custom case work form the Packers Hall of Fame but not every case at the Hall of Fame will work at the Neville. Museum staff were waiting on an inventory list to determine how they will proceed in locating or having built the cases needed to house the artifacts.

Museum Governing Board December 9, 2013 Page 2 of 2

Supervision Sieber recommended working with local builders since it is their off season and they may be willing and able to produce casework to fit the needs of the Packers hall of Fame artifacts.

- 4. <u>Discussion of Museum Master Plan.</u> Robert Mac West of Informal Learning Associates was hired as the consultant to work with museum and county staff and stakeholders. Discussion ensued, no action taken.
- 5. Adjournment. Motion to adjourn made at 5:30 by Tom Sieber, seconded by Erik Hoyer.

MINUTES BROWN COUNTY REVOLVING LOAN FUND COMMITTEE

Tuesday, July 23, 2013 Northern Building 305 E. Walnut Street, Conference Room 200 Green Bay, WI 54301 3:00 p.m.

ROLL CALL:

Brent Miller	X	Chuck Riley	X
Robert Patrickus	X	Ron Van Straten, Chair	X
Lynn VandenLangenberg	X		

OTHERS PRESENT: Attorney Michele McKinnon, Chuck Lamine, Fred Monique and Lisa Harmann.

R. Van Straten called the meeting to order at 3:03 p.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the April 10, 2013, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by B. Miller, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Raven Manufacturing.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by B. Miller, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of conferring with legal counsel regarding loan litigation with Raven Manufacturing. Motion carried unanimously.

A motion was made by B. Miller, seconded by R. Patrickus, to return to open session. Motion carried unanimously.

3. Update regarding Regional Economic Development Revolving Loan Fund Program.

An update regarding the Regional Economic Development Revolving Loan Fund Program was given by C. Lamine. A brief history behind the purpose of creating a regional revolving loan fund and the process the committee has been going through was shared. Brown County did approve to join the regional RLF, but other counties are not going along with it. There has also been talk that Wisconsin Economic Development Corporation will not be administering the fund any longer, but that the Department of Administration will be taking over. The regional fund would still allow for local review, but would give access to a larger pool of money. Additional details are still in the process of being worked out.

4. Other matters.

C. Lamine confirmed that the \$100,000 was paid by Ashwaubenon Creek, LLC d.b.a. the SC Grand closing that case. All existing loan payments are current.

5. Adjourn.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to adjourn. Motion carried unanimously. The meeting adjourned at 4:10 p.m.

(DRAFT) MINUTES BROWN COUNTY REVOLVING LOAN FUND COMMITTEE

Friday, December 20, 2013
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
1:30 p.m.

ROLL CALL:

Brent Miller	X	Chuck Riley	X
Robert Patrickus	X	Ron Van Straten, Chair	X
Lynn VandenLangenberg	X		

OTHERS PRESENT: Attorney Michele McKinnon, Chuck Lamine, Fred Monique and Lisa Harmann.

R. Van Straten called the meeting to order at 1:35 p.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the July 23, 2013, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by C. Riley, seconded by B. Miller, to approve the minutes as presented. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to amend the agenda to address both agenda items #4 and #5 first and then proceed with items #2 and #3 as a combined executive session. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Raven Manufacturing and loan repayment status and possible loan collection action with Met Jet, Inc.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Riley, seconded by B. Miller, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of conferring with legal counsel regarding loan litigation with Raven Manufacturing and possible loan collection action with Met Jet, Inc. Motion carried unanimously.

A motion was made by C. Riley, seconded by B. Miller, to return to open session. Motion carried unanimously.

A motion was made by B. Miller, seconded by C. Riley, to allow Attorney Michele McKinnon to move forward with the direction she was given by the committee in regards to Raven Manufacturing. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to allow Attorney Michele McKinnon to move forward with the direction she was given by the committee in regards to Met Jet, Inc. Motion carried unanimously.

3. Pursuant to Wisconsin Statue 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Green Box NA Green Bay, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by B. Miller, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statue 19.85(1)(e) for the purpose of reviewing a loan request from Green Box NA Green Bay, LLC. Motion carried unanimously.

Pursuant to Wisconsin Statue 19.85(1)(e), the Brown County Revolving Loan Fund Committee remained in Executive Session for the purpose of reviewing a second loan request from Benmar Fabrication, LLC.

A motion was made by R. Patrickus, seconded by B. Miller, to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to deny the Green Box NA Green Bay, LLC loan application. Motion carried unanimously.

A motion was made by B. Miller, seconded by C. Riley, to approve the Benmar Fabrication, LLC loan request for \$250,000 at 4% interest with a repayment term of seven years. Collateral is a second position General Business Security Agreement secured by a UCC filing with the Secretary of State covering all assets and a personal guarantee provided by Lionel Galerne. Loan is contingent upon obtaining a Key Man Life Ins. Policy on the President, Todd Marohl and an acceptable employment contract between President and owner, Lionel Galerne for the duration of the loan. Motion carried unanimously.

4. Other matters.

C. Lamine stated that the balance of available revolving loan funds prior to today's loan approval, was approximately \$775,000. All existing loan payments are current.

Adjourn.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to adjourn. Motion carried unanimously. The meeting adjourned at 4:10 p.m.

PORT AND RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY GREEN BAY, WI 54304

PHONE: (920) 492-4950

DEAN R. HAEN

DIRECTOR

FAX: (920) 492-4957

A regular meeting was held on October 21, 2013 at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:00

2. Roll Call

Present:

John Katers, Chair

Mark Vanden Busch, Vice-Chair Lisa Bauer-Lotto (arrived at 2:10pm)

John Kennedy Mike Van Lanen

Norb Dantinne, Treasurer

Ray Kopish

Also Present:

Dean Haen, Brown County

Chad Doverspike, Brown County Mark Walter, Brown County

Dan Hawk, WEE Community Co-Op Judy Hawk, WEE Community Co-Op

Robyn Nielsen, UWGB

Excused:

Dave Landwehr

Bud Harris

Approval/Modification - Meeting Agenda

A motion to approve the agenda was made by Ray Kopish and seconded by Mike Van Lanen. Unanimously approved.

Approval/Modification – Meeting Minutes of September 16, 2013

A motion to approve the minutes was made by John Kennedy and seconded by Mike Van Lanen. Unanimously approved.

5. Brown County Hwy 54 Landfill Barn Project - Request for Action

A motion to suspend the rules to allow Representatives of WEE Co-Op to speak was made by Norb Dantinne and seconded by John Katers.

Unanimously approved.

WEE Community Co-Op proposes to rent the west landfill barn for \$100 per month. They would like to initially use the part of the barn that has the gravel floor and try to raise approximately 10,000 perch over the next 24 months. This would include getting permits from the DNR and Hobart. All of the water used there would be filtered by carbon filtration. The idea is if the raising of the fish goes well, they would like to expand to the rest of the barn for agricultural products while up keeping and maintaining the barn.

Additional uses of the Transfer Station require a permit from the Village of Hobart. The barn is under-utilized right now. The Solid Waste Board requests additional information from WEE Community Co-Op with regards to their business plan.

A motion to return to regular session was made by Norb Dantinne and seconded by John Katers. Unanimously approved. A motion was made to request additional information from the WEE Community Co-Op to potentially use the barn out on Hwy 54 on the landfill footprint and setting up an agreement. Unanimously approved.

6. Recycling and Solid Waste Transfer Station Hauling Contract – *Update*

On August 9, Brown County received notice that Badgerland Express had filed for Chapter 11 Bankruptcy. Badgerland Express hauls both waste and recyclables from Brown County Transfer Stations with the contracts valued at \$2M/year. Staff executed short-term and long-term contingencies plans. On September 19, Brown County received notice from U.S. Bankruptcy Court for the Eastern District of Wisconsin, that our current contractor had filed motions to assume Executory Contract for both the existing solid waste and recycling hauling contract. On September 27, Brown County filed motions of rejections and for relief from automatic stay to the contractor's motion regarding the solid waste hauling contract. Brown County requested an immediate hearing. A court assigned trustee will review our motion on November 6. If reviewed favorably, resolution to the solid waste hauling contract will result and Dean Haen will bring the RFQ results to this committee as requested. If not reviewed favorably, a Court Hearing is scheduled December 3, 2013. Both contracts expire next summer and Purchasing Department has determined that the RFQ pricing is valid for one year.

A motion to receive and place on file was made by Norb Dantinne and seconded by John Katers. Unanimously approved.

7. Recycling Storage Capacity and Compactor Analysis - Update

Sloan Vazquez LLC had put together a tipping floor storage capacity analysis for the BOW system as a whole. The draft indicates that the BOW system has sufficient capacity for storage. The department has asked them to specifically look at Brown County's recycling storage capacity. They will give the department a determination in the final report regarding Brown County's capacity. An added working item will be to analyze placing a compactor at the Brown County location. Staff analysis has determined that there is less than a five year return on investment. In addition, a compactor will create more capacity, potentially increase route truck access, eliminate specialized front-end loader and address other operational issues.

A motion to receive and place on file was made by Norb Dantinne and seconded by John Katers. Unanimously approved.

8. HHW Awareness Week - Update

There are a few items at HHW that costs will be increased to dispose of in 2014. HHW Awareness Week was October 7th to October 12th. There was advertisement on Cumulus Radio Stations that cost \$5,000 for two weeks which had a lot of feedback. There was also an article in the Press-Gazette and an interview on Channel 5 in the morning on the talk show. Normally, HHW gets 100 people per day on the normal days of operation (Thursdays and Saturdays). With HHW awareness week, HHW was open an additional day, Monday October 7th. On Monday they received 71 people, Thursday 176 people and Saturday 174.

HHW is exploring providing services in 2014 to other counties like Door and Calumet.

A motion to receive and place on file was made by Norb Dantinne and seconded by John Katers. Unanimously approved.

9. Director's Report

Green Bay recently researched the cost of landfill disposal at a private landfill with the intention of contracting with them effective January 1. We are currently under an enforceable 1998 agreement. Based on our analysis, Brown County is the most cost effective service provider when considering all the additional services provided to Green Bay and its residents by Brown County. The additional services of HHW, sharps and pharmaceuticals programs are paid by municipal landfill tipping fees.

Staff has attended several city meetings at the request of Supervisor and City Council President Tom DeWane. Brown County is optimistic that Green Bay will sign the new Solid Waste Management Services Agreement. The new agreement was drafted between the urban municipalities and Brown County cooperatively

with the lead negotiator for the municipalities being a Green Bay representative. Last year, 23 of the 24 County municipalities signed the agreement. By signing the agreement, Green Bay will realize an immediate savings of \$31,000/year. Brown County is very interested in continuing its long standing cooperative relationship with the City.

The County Board has approved the financial analysis completed by Schenk and Associates. One of the outcomes of the analysis was for Brown County to improve our financial performance considering several suggestions. To-date, Mr. Haen has had discussions with County Finance, Brian Massey (Finance Director at Outagamie County), and Fred Monique (Vice President of Economic Development at Advance of Green Bay Chamber of Commerce). Additional meetings are scheduled with Pat Webb, Brown County Stadium District, Treasurer Kerry Blaney and Bryan Hyska, Associated Bank in preparation of developing an investment plan.

Brown County has approached the Village of Hobart regarding a desire to amend the settlement agreement with the Village of Hobart for the Transfer Station. The major amendment would be to allow Brown County semi-trailers to access Hwy 41 via Hwy 54 westbound and 172 rather than Hwy 54 eastbound. This would be a cost savings to Brown County. Hobart is interested in further discussing this matter.

A RFQ has been established to haul approximately 55,000 tons of sludge from Fox River Fiber down to Outagamie County for daily cover. The current contract expires at the end of this calendar year.

The 2014 budget has \$100,000 to hire an engineering consulting firm to design the South Landfill Resource Recovery Park and redesign the landfill. Acreage and orientation of the roads will also need to be laid out in a site plan. Staff wanted the Board to be aware that the successful firm of the RFQ may likely be the long-term engineering firm for construction of the South Landfill and beyond.

The Waste Stream Committee is looking into a pilot collection of organics. Kyle Sandmire, a UWGB student, is preparing an organics survey of existing drop off collection programs around the country.

There are some legislative measures taking place. There are State fees for disposal of residuals that come out of a recycling facility that is already paid to the facility. The goal is to get that \$13/ton waived. The state requires garbage that went into the landfill be taxed although sometimes the landfill operator cannot collect from the generator but yet tax is still owed to the state. This legislation would exempt landfills from that tax.

10. Such other Matters as Authorized by Law

WIRMC conference is back in Green Bay this year February 26th through the 28th. The County will fund staff and board members again this year.

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Meeting adjourned at 3.35 pm.	
John Katers, Chair	Dean Haen, Director
Solid Waste Board	Port & Resource Recovery Department

MINUTES

BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, September 9, 2013 Green Bay Metro Transportation Center 901 University Avenue Green Bay, Wisconsin 10:00 a.m.

ROLL CALL

X
X
X
X

<u>OTHERS PRESENT</u>: Devon Christianson, Lisa J. Conard, Kathy Deniel (Brown County Community Treatment Center), Tricia Drake (Brown County Community Treatment Center), Essie Fels, and Lisa Smits (Brown County Community Treatment Center).

ORDER OF BUSINESS

- C. Runge welcomed Lisa VanDonsel to the TCC. L. VanDonsel takes the place of Pat Finder-Stone as the representative from the ADRC Board of Directors. C. Runge announced that the Brown County Executive appointed and the Brown County Board of Supervisors confirmed Pat Finder-Stone as a citizen member of the TCC.
- 1. Approval of the June 10, 2013, Transportation Coordinating Committee meeting minutes.
 - A motion was made by P. Kiewiz, seconded by S. Popp, to approve the June 10, 2013, Transportation Coordinating Committee meeting minutes. Motion carried.
- 2. Discussion of the next steps in the development of Brown County's Coordinated Public Transit-Human Services Transportation Plan.
 - C. Runge thanked the members of the TCC that participated in the county meeting.
 - L. Conard stated that the required county meeting was held on August 12. A total of 33 people participated in the meeting. BCPC staff is in the process of incorporating information gathered at the meeting and preparing the *Draft 2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County*. A draft will be emailed to the members of the TCC and meeting participants on or around October 1. After a review and comment period, a final document will be submitted to WisDOT prior to the December 20 deadline.
 - L. Conard noted that the plan is required every fifth year. However, due to the fact that the

Section 5310 program operates on a two-year funding cycle, amendments to the plan will be necessary.

- 3. Update on the status of Wisconsin's Non-Emergency Medical Transportation (NEMT) Program.
 - C. Runge distributed a PowerPoint summary of the services provided by the state's new NEMT broker (MTM). The PowerPoint summary was developed by MTM and presented to stakeholders earlier in 2013.
 - S. Popp stated that the MTM service in Brown County appears to be working so far, but other areas of the state were experiencing issues. For example, call takers are pushing clients onto fixed route transit systems when it may not be the most appropriate service and trip requests have been denied due to lack of a provider available (which violates MTM's contract with the state).

The consensus of the committee was the private transportation companies Abby Vans and NEW Wheelchair are currently providing trips in Brown County. Other transportation providers may be under contract with MTM, but none were known by the committee members.

- P. Kiewiz stated that many NEMT clients are being referred to the fixed route bus system by MTM. If clients cannot use the fixed route system, MTM has referred the clients to Metro's paratransit program. However, MTM staff has not made the clients aware that there is a needs-based assessment/application that must be completed and approved before the clients can use Metro's paratransit service.
- L. Conard asked P. Kiewiz if Metro has seen an increase in paratransit applications as a result of MTM's client referrals.
- P. Kiewiz stated no.
- C. Runge asked if clients who are referred to Metro's paratransit service and are denied service because they are not approved for the paratransit program have to contact MTM again and redo the entire trip assignment process.

Committee members agreed that clients likely have to redo the trip assignment process when this occurs.

- C. Runge asked why nursing home residents were not eligible for transportation services brokered by MTM.
- S. Popp stated that most nursing home residents are eligible for Medicaid and therefore are not eligible for MTM's services because they would be "double dipping." The nursing homes already receive Medicaid funds for the cost of transportation directly from the state. However, the state's reimbursement rate typically does not cover the full cost of the transportation service.
- P. Kiewiz stated that Green Bay Metro staff has met with MTM to discuss paratransit eligibility. MTM has purchased fixed route bus passes and Metro has allowed MTM to purchase 10 agency fare tickets (\$7.00 each) for the paratransit program.

- L. VanDonsel asked about referrals to Red Cross.
- T. Whetung stated the Red Cross Transportation Service is not able to transport Medicaid recipients to medical appointments but can transport them for other trip purposes.
- D. Christianson stated MTM was interested in using volunteers associated with the Aging & Disability Resource Center (ADRC) to provide trips. D. Christianson stated she does not have the volunteer pool to support this effort.
- L. Conard noted that any interested private-for-profit transportation company operating in the area should contact MTM for a possible partnership.
- L. Conard stated she attended an informational meeting held by the Wisconsin Department of Health Services (DHS) and MTM. The meeting was held in Green Bay just prior to the implementation of the contract on August 1. At the meeting, L. Conard asked representatives if any transportation providers serving Brown County were under contract. L. Conard stated she was told yes. L. Conard stated that she requested a list of the providers be forwarded to her as she would like to invite them to the August 12, 2013, Brown County Coordinated Public Transit-Human Services Plan meeting. L. Conard stated she never received a list.
- S. Popp stated that a group of human service agency staff and other interested parties is meeting with DHS and MTM staff in Stevens Point today. Service quality issues will be addressed.
- S. Popp will report any information she receives to C. Runge for distribution to the TCC.
- C. Runge stated that this continues to be an important issue and that he will include this topic on the TCC's next meeting agenda.
- 4. Update on the status of the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.
 - C. Runge stated that because the Green Bay Urbanized Area population now exceeds 200,000, the Federal Section 5310 program will no longer be administered by the state. Brown County Planning Commission and Green Bay Metro will cooperatively manage the program, and a program management plan was developed by Brown County Planning Commission staff and approved by the Brown County Planning Commission Board of Directors and Green Bay Transit Commission. This plan identifies the TCC as the advisory committee to the Brown County Planning Commission Board of Directors for the 5310 program because many TCC members work with seniors and individuals with disabilities on a daily basis.
 - C. Runge noted that Red Cross vehicles have been approved through 2014 under the previous 5310 program funding cycle. The next funding cycle will include years 2014 (overlap) and 2015 with a total of approximately \$280,000 available for projects.
- 5. Discussion of transportation service needs of nursing home residents.
 - C. Runge stated that nursing home resident transportation was an issue mentioned at the August 12 Brown County Coordinated Public Transit-Human Services Plan meeting, and

services gaps were identified by meeting participants. C. Runge, with assistance from M. Schlautman, invited area nursing home representatives to the TCC meeting today to discuss these service gaps with the committee.

A motion was made by S. Popp, seconded by P. Finder-Stone, to open the floor to allow interested parties to speak. Motion carried.

Three representatives from the Brown County Community Treatment Center (CTC) introduced themselves and stated that the biggest challenge is to identify low-cost transportation for hospital discharge patients. If a CTC staff member cannot pick the client up with a staff car, a private operator must be called. Rates are typically \$35+ for a one-way trip from a local hospital to the CTC. Additional fees can be charged if the vehicle arrives and there is a delay in the discharge process.

Although MTM is not responsible for these trips and does not cover the costs, CTC staff stated that their nursing home patients have used transportation providers assigned by MTM for transportation to and from dialysis.

Discussion occurred among committee members and CTC staff about the types of trips that are eligible for Medicaid and which trips are not.

M. Schlautman distributed text from the Department of Health Services regarding Nursing Homes:

Nursing homes will now have the following options to transport residents by common carrier (effective August 1, 2013):

- 1. The methods allow nursing homes to bill \$10 per day per member plus \$1 a mile. Thus, one round trip of 15 miles can be billed for \$25.00. If the member needs a second trip that day, the facility can only bill mileage. We (DHS) track this through a distinct code.
- 2. They can contract with a transportation provider through the manager. The manager would not assume scheduling or payment duties, but provide names of local providers. If rates are more than the ones above, the home may take a loss.
- 3. SMV providers have separate rates when they act as common carriers, i.e. transporting members who don't qualify for SMV transport. Facilities can have members use SMV companies in this capacity and the SMV providers can bill the trip as a card service.

Both M. Schlautman and S. Popp stated they would look into this issue and report back to C. Runge. C. Runge will then distribute the information to the TCC members and CTC staff.

A motion was made by S. Popp and seconded by P. Kiewiz to return to regular business. Motion carried.

C. Runge thanked the CTC representatives for attending and sharing their insights. Staff will continue to send TCC agendas to nursing home staff (electronically).

- 6. Round robin discussion about paratransit service.
 - P. Kiewiz announced that the Oneida Tribe of Indians, which contributes approximately \$175,000 to Metro annually for fixed route and paratransit services, will end its partnership with Green Bay Metro effective November 4, 2013.

Because most of the service provided under this contract falls within the Village of Ashwaubenon, P. Kiewiz stated that she has been working with Ashwaubenon staff to develop a plan that will provide fixed route bus and paratransit service to a majority of the destinations currently served. P. Kiewiz stated that village staff has been very cooperative during this process.

- L. Conard asked P. Kiewiz to confirm that the fixed route and paratransit service costs must be approved by the Village of Ashwaubenon Board of Trustees prior to implementation.
- P. Kiewiz stated that was correct.
- L. Conard stated that ridership studies show that many people who use the fixed route bus and paratransit services shop, work, and/or seek medical care at many of the clinics in the village.
- C. Hasselbacher asked if Innovative Services would be served by Metro.
- P. Kiewiz stated that route options have been developed by staff for analysis purposes. P. Kiewiz stated that the analysis is not completed but that she can speak in general terms. Innovative Services would be served by the proposed routes. In addition, paratransit services would reach to approximately Packerland Drive to the west. Fixed route and paratransit services to Oneida Bingo and Casino would be eliminated.

TCC members asked about the impact to the airport, which is currently served by paratransit but not by a fixed route bus.

- L. Conard stated that paratransit origin and destination data were a factor in the development of the route proposed by Metro staff. MPO staff entered origin and destination data into a GIS system to allow for the identification of high-use locations. Over the three month study period, a total of zero paratransit trips were made to or from the airport. A total of 90 one-way trips (45 round trips) were made to and from the Onedia Casino/Radisson Hotel.
- P. Finder-Stone stated that she attended a listening session hosted by Brown County Board members on September 4, 2013. A member of the public spoke in favor of expanding public transit to the entire county.
- C. Runge stated that he has spoken to this gentleman regarding the level of public transit in the area. The gentleman resides in the Village of Howard and has attended many of the public forums held in the village regarding possible transit service.
- L. Conard stated that at the last meeting of the TCC, members asked for information regarding the number of passengers that use the intercity bus service provided to the Green Bay area by Lamers (Madison-Green Bay) and Jefferson Lines (Milwaukee-Green Bay-Minneapolis).

L. Conard noted that Lamers provided 8,572 one-way trips with this service in 2012, and federal and state funding offset the cost of this service at an average of \$32 per trip. The base passenger rate from Green Bay to Madison is \$29. Discounts may be available to students and seniors.

Jefferson Lines provided 26,116 one-way trips in 2012 with a federal/state subsidy of approximately \$10 per trip. The base passenger rate from Green Bay to Milwaukee is \$36. Again, discounts may be available.

C. Runge thanked the TCC members for the updates.

7. Other matters.

C. Runge stated that the next meeting of the TCC will be held at 10:00 a.m. on Monday, December 16, 2013. Postponing the meeting one week will allow the ADRC to present its State 85.21 application to the TCC for the committee's approval.

8. Adjourn.

A motion was made by M. Schlautman and seconded by L. VanDonsel to adjourn. Motion carried.

(DRAFT) MINUTES BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, December 16, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown*	×	Cole Runge	Χ
Vinnie Caldara	X	Mary Schlautman	X
Brandon Cooper		Julie Tetzlaff	X
Pat Finder-Stone	Exc	Lisa VanDonsel	X
Chris Hasselbacher	X	Derek Weyer	
Kathy Hillary		Tina Whetung	X
Debbie Johnson	Exc	John Withbroe	
Patty Kiewiz	X	Vacant – BC Exec.	
Barbara Natelle		Vacant – BC Board	
Sandy Popp	X	Vacant – BC Human Svcs	

<u>OTHERS PRESENT</u>: Lisa J. Conard, Essie Fels, Christel Giesen, Greg Maloney, and *Denise Misovec for Diana Brown.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the September 9, 2013, Transportation Coordinating Committee meeting minutes.

A motion was made by M. Schlautman, seconded by T. Whetung, to approve the September 9, 2013, Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

- C. Runge introduced Mr. Vinnie Caldara of MV Transportation. Mr. Caldara takes the place of Mr. Geo Jackson on the TCC.
- C. Runge announced that long-time E & D Subcommittee and TCC member, Chris Hasselbacher, will be retiring from the Brown County Human Services Department. C. Runge thanked C. Hasselbacher for her many years of service.
- C. Hasselbacher introduced Mr. Greg Maloney who will be taking her place on the TCC. Mr. Maloney also represents the Brown County Human Services Department.
- 2. Review and approval of Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2014.
 - C. Giesen reviewed proposed application for 2014. The Aging & Disability Resource

Center (ADRC) is proposing contracting with the following providers to deliver specialized transportation services in Brown County:

• American Red Cross Northeast Chapter: \$326,933

• N.E.W. Curative: \$190,982

• Brown County Human Services: \$61,551

• Salvation Army: \$9,900

• Oneida Elder Services: \$3,600

ADRC Rural Driver Escort Program: \$20,251

This program is consistent with past applications.

- M. Schlautman stated that the ADRC is requesting that the TCC endorse the program and prepare a letter of support to be included in the application.
- C. Giesen stated that through a partnership with Red Cross, transportation services are now being provided to the Denmark area once per month.
- M. Schlautman announced that Mr. Steve Hirschfield, WisDOT administrator of the state's 85.21 program, has transferred to another division within WisDOT. Ms. Judy Foss will be taking over the program.

A motion was made S. Popp, seconded by J. Tetzlaff, to approve Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2014. Motion carried.

- C. Runge stated he will prepare a letter of endorsement on behalf of the TCC and send it to the ADRC staff.
- 3. Update on the status of the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.
 - C. Runge stated that because the Green Bay Urbanized Area population now exceeds 200,000, the Federal Section 5310 program will no longer be administered by the state. The Brown County Planning Commission (BCPC) and Green Bay Metro will cooperatively manage the program, and a program management plan was developed by BCPC staff and approved by the BCPC Board of Directors and Green Bay Transit Commission.
 - C. Runge noted that Red Cross vehicles have been approved through 2014 under the previous 5310 program funding cycle. T. Whetung confirmed this.
 - C. Runge stated that the first solicitation under the revised program will likely begin in the fall of 2014.
 - C. Runge stated that planning staff was told on many occasions by WisDOT that the Green Bay area will have a total of \$310,000 for 2013 and 2014 (\$155,000 per year) to distribute for 5310 program projects. However, planning staff was told three days ago that we will receive \$163,000 for 2013 and funding has not been determined for 2014. This funding is separate from the Red Cross vehicles already approved for

2014.

- C. Runge stated that he has requested an explanation from WisDOT about this funding difference and will report back to the TCC when he receives an answer.
- C. Runge noted there will now be money available for operating projects in addition to capital projects. He also noted that the pool of applicants will likely be expanded to include Green Bay Metro and other entities that could not apply for 5310 program funds in the past.

Discussion occurred on the benefits of reaching the 200,000 population threshold. One of the benefits is that the Green Bay Urbanized Area will now receive a funding set-aside instead of having to compete for funding on a statewide basis.

- 4. Discussion of the completed 2013 Brown County Coordinated Public Transit-Human Services Transportation Plan.
 - L. Conard referred to a two-page summary of the plan that was included in the meeting packet.

Moving Ahead for Progress in the 21st Century (MAP-21), the current federal transportation law, requires the creation of a "locally developed coordinated public transit-human services transportation plan." In cooperation with the Wisconsin Department of Transportation, BCPC staff is responsible for this requirement in Brown County.

- L. Conard reviewed the plan process as detailed in the report.
- L. Conard stated that plan has been submitted to WisDOT, and WisDOT staff has forwarded the plan to the Federal Transit Administration (FTA).
- L. Conard thanked the members of the TCC that participated in the process.

The complete report can be found on: http://www.co.brown.wi.us/ click on Departments, Planning, Transportation, and scroll down to Specialized Transportation in Brown County.

5. Update on the status of Wisconsin's Non-Emergency Medical Transportation (NEMT) Program.

(Note: Discussion under this item is in regard to NEMT provided by the State of Wisconsin Department of Human Services to qualifying Medicaid and BadgerCare Plus clients under contract with MTM, a private transportation brokerage.)

- S. Popp stated she has worked with Options for Independent Living clients on an individual basis to resolve issues with MTM. For the most part, the issues have been solved. S. Popp indicated that it appeared that clients were having fewer problems with MTM than with the previous provider, LogistiCare.
- P. Kiewiz stated that MTM is assigning clients to fixed route bus systems throughout

the state, which is good. However, in some cases, the client cannot take the fixed route bus system due to disability. In the Green Bay area, MTM has suggested to individuals that they take the paratransit program without explaining to the client that they have to complete an application and qualify for the paratransit program.

- P. Kiewiz stated that MTM has also distributed the wrong bus fare media to clients. Metro has received day passes from the Wausau and Madison bus systems. Wausau has reported receiving Green Bay Metro system passes.
- C. Hasselbacher stated that a Brown County Human Services client was scheduled to be picked up by a local transportation company under contract with MTM. The vendor sent a vehicle that could not accommodate the client. After discussion between Human Services staff and MTM, the issue was resolved and the client was able to receive the medical treatment needed. However, discussion with the local vendor indicates that MTM's communication is lacking.

All agreed it is important to call the MTM complaint line or the DHS ombudsman to report problems such as this.

G. Maloney stated that a Human Services client was picked up one hour and 45 minutes prior to the scheduled pick-up time.

Discussion occurred about allowable pick up and drop off times for clients. Current guidelines allow for clients to be picked up one hour before and one hour after the scheduled time.

- G. Maloney suggested that the current guidelines are not practical for most clients.
- S. Popp agreed. S. Popp stated advocates requested lower allowable wait times at the time the contract was being discussed. It is also important to keep in mind that the service provided by MTM is a shared-ride service. Shared-ride service adds trip length and time spent on vehicles.
- S. Popp stated she will look into the current guidelines to see if there is a chance they can be revised. She will report her findings to the TCC.
- C. Runge stated that this item will be placed on the next TCC meeting agenda.
- 6. Round robin discussion about paratransit service.

(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)

P. Kiewiz stated that Green Bay Metro will be issuing a new paratransit application form in the near future. The new application form will attempt to get as much information from a client that is needed to determine eligibility. Many clients indicate that they need paratransit because they use a "wheelchair". Using a wheelchair does not automatically qualify someone for the paratransit program, as all fixed route buses have lift-equipped features. Hopefully the detail provided on the application will streamline

the approval process and avoid appeals.

- P. Kiewiz stated that the paratransit service area has been extended to cover the new Costco and Costco area in Bellevue.
- P. Kiewiz stated that fixed route bus service has changed in the Village of Ashwaubenon due to the Oneida Tribe of Indians pulling out of the system.
- L. VanDonsel stated that bus service previously provided by the #16 route is now covered by the #10 route.
- P. Kiewiz confirmed this. The new #10 now covers most of the areas previously covered by the #16 plus additional areas in eastern Ashwaubenon. This has resulted in an increase in the village's portion of the local cost share.
- J. Tetzlaff asked staff to describe the procedure if a client falls on a paratransit vehicle.
- V. Caldara stated that the driver is instructed to call dispatch. A 911 call will be placed if determined necessary. Drivers will not attempt to move a client. An MV supervisor will arrive at the scene and document the incident.
- P. Kiewiz agreed, stating that drivers (paratransit or fixed route) are not medical professionals. If someone falls on a bus, a dispatcher is called. An ambulance may be called to assist. Metro staff will pull the on-board video and the incident will be documented.
- L. Van Donsel stated she has heard complaints from MTM clients. However, MTM clients may be unlikely to call the complaint line in fear that they may lose the service.
- 7. Other matters.

The meeting dates for 2014 are as follows:

Monday, March 10, 2014 Monday, June 9, 2014 Monday, September 8, 2014 Monday, December 15, 2014

Green Bay Metro Transportation Center 901 University Avenue Green Bay, Wisconsin 10:00 a.m.

- 8. Adjourn.
 - C. Runge closed the meeting at 10:50 a.m.